

TO: OIT/CSG/IMD	FROM: (Directorate and Office) DDO
ANNUAL LINEAR FOOTAGE	
PREVIOUS YEAR	CURRENT YEAR
DIFFERENCE	

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	24,631.9	24,119.8	-	512.1
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.				
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	27.0	50.5	+	23.5
d.	Other (Describe)				
TOTAL LINEAR FEET OF OFFICE FILES		24,658.9	24,170.3	-	488.6

II. CARD-SIZE FILES:

a.	3x5 Cards	1,732.2	1,701.7	-	30.5
b.	5x8 Cards	693.6	672.6	-	21.0
c.	Punch Cards	74.1	0	-	74.1
d.	Abstracts	79.5	104.8	+	25.3
e.	Aperture Cards				
f.	Microfiche	843.3	885.0	+	41.7
g.	Other (Describe)				
TOTAL LINEAR FEET—CARD-SIZE FILES		3,422.7	3,364.1	-	58.6

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes	358	473	+	115
b.	Audio Tapes	4,001	9,873	+	5,872
c.	Video Tapes	1,565	1,641	+	76
d.	Disc Packs	323	710	+	387
e.	Word Processing Magnetic Tapes	45	0	-	45
f.	Word Processing Magnetic Cards	2,520	2,520		0
g.	Magnetic Diskettes 5 1/4"	1,754	2,681	+	927
h.	Magnetic Diskettes 8"	6,377	6,735	+	358
i.	Paper Tapes				
j.	Other (Describe)				

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	7,096	7,221	+	125
b.	Microfilm—35mm Reels	1,179	1,319	+	140
c.	Microfilm Cassettes				
d.	Movie Film	37	62	+	25
e.	Other (Describe)	288	800	+	512

Comments:

Signature of Component RMO:

Date:

FORM 3581 OBSOLETE PREVIOUS EDITIONS

White copy

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
DO Annual Records Inventory - FY 1987

STAT	FR			EXTENSION	NO.
	Chief/IMS				DATE
	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
STAT	1. Chief/IRMD/OIT	1/15/88			17. 3 This form is not required by the IRMO!
	2. DC IRMD	20 Jan 88			
	3. O/IMB				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
	11.				
	12.				
	13.				
	14.				
	15.				

~~CONFIDENTIAL~~

DO/IRMD 88-016

13 JAN 1988

MEMORANDUM FOR: Chief, Information Resources Management Division
Office of Information Technology, DA

25X1

FROM:

[Redacted]

Chief, Information Management Staff, DO

SUBJECT: DO Annual Records Inventory - 1987

REFERENCE: Memorandum from C/OIT/IRMD, dated 25 Nov 1987,
Same Subject

Attached herewith is the completed copy of Form 3581 (Annual Report of Records Holdings) submitted in compliance with reference request. The DO is pleased to report a continuing decrease in its holdings of both office files and card size files for a total of 547.2 linear feet.

25X1

[Redacted]

Attachment:
As Stated

25X1

[Redacted]

~~CONFIDENTIAL~~

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT OIS/IRMD	FROM: (Directorate and Office) DDO
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ANNUAL LINEAR FOOTAGE			
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	24,631.9	24,119.8	- 512.1
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.			
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	27.0	50.5	+ 23.5
d.	Other (Describe)			
TOTAL LINEAR FEET OF OFFICE FILES		24,658.9	24,170.3	- 488.6

II. CARD-SIZE FILES:

a.	3x5 Cards	1,732.2	1,701.7	- 30.5
b.	5x8 Cards INCLUDES PHOTO FILES	693.6	672.6	- 21.0
c.	Punch Cards	74.1	0	- 74.1
d.	Abstracts	79.5	104.8	+ 25.3
e.	Aperture Cards			
f.	Microfiche	843.3	885.0	+ 41.7
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		3,422.7	3,364.1	- 58.6

QUANTITY OF EACH			
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	358	473	+ 115
b.	Audio Tapes & CASSETTES	4001	9873	+ 5872
c.	Video Tapes	1565	1641	+ 76
d.	Disc Packs	323	710	+ 387
e.	Word Processing Magnetic Tapes	45	0	- 45
f.	Word Processing Magnetic Cards	2520	2520	0
g.	Magnetic Diskettes 5 1/4"	1754	2681	+ 927
h.	Magnetic Diskettes 8"	6377	6735	+ 358
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	7096	7221	+ 125
b.	Microfilm—35mm Reels	1179	1319	+ 140
c.	Microfilm Cassettes			
d.	Movie Film	37	62	+ 25
e.	Other (Describe) SLIDES	288	800	+ 512

Comments:

Signature of Component RMO:	Date:
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OIT 0902-87

25 November 1987

MEMORANDUM FOR: Information Management Officer, DCI Area
Information Management Officer, DA
Information Management Officer, DI
Information Management Officer, DO
Information Management Officer, DS&T

FROM:

Chief, Information Resources
Management Division, OIT

SUBJECT: Annual Records Inventory - FY 1987

1. Attached are copies of Form 3581, Annual Report of Records Holdings, for use in collecting volume statistics for the Agency's records holdings in FY 1987. We have included the volume figures reported in FY 1986 on the master copy of the form for each component. We also have provided each component with a blank copy of the form. Please inventory your record holdings and return the completed form to the Information Management Branch, IRMD, [redacted] by 15 January 1988.

2. Please note that magnetic and film records should be reported by quantity rather than linear feet. To assist you in determining the quantity of word processing magnetic cards and diskettes, one inch of word processing magnetic cards equals 50 cards and one inch of diskettes equals 10 diskettes.

3. We are sending the inventory forms to you to ensure that no components are overlooked. Also, your dissemination of these forms will ensure complete coverage and will allow for directorate level management requirements. Questions concerning the inventory or use of the form should be directed to [redacted] on [redacted] Additional blank forms are available in IMB, [redacted]

Attachments:
As stated